

THE COMMONWEALTH OF MASSACHUSETTS

ANNUAL REPORT
of the

TRUSTEES OF THE MASSACHUSETTS
STATE LIBRARY

(Designated as the
George Fingold Library)

FOR THE
FISCAL YEAR ENDING
JUNE 30, 1976

ANNUAL REPORT OF THE TRUSTEES

To the Honorable Senate and House of Representatives in General Court assembled:

The Trustees of the State Library make this their Sixty-seventh Annual Report for the fiscal year ending June 30, 1976 under the provision of Chapter 6, Section 37, of the General Court Laws (Ter. Ed.)

Mr. Solomon Rosenbaum, Esq. of Leominster was appointed a trustee by Governor Michael S. Dukakis for a term to expire June 1, 1978. He replaces Dr. Estelle Jussim.

The Trustees transmit herewith the State Librarian's report and incorporate it as part of this record.

Mrs. Ashton Smith

Mrs. Ashton Smith
Chairman

Kevin B. Harrington

KEVIN B. HARRINGTON
President of the Senate

Mrs. Ellen Welch

Mrs. Ellen Welch

Solomon Rosenbaum

Solomon Rosenbaum, Esq.

Thomas W. McGee

THOMAS W. MCGEE
Speaker of the House
of Representatives

ANNUAL REPORT OF THE TRUSTEES

To the Honorable Senate and House of Representatives in General Court assembled:

The Trustees of the State Library make this their thirty-seventh Annual Report for the fiscal year ending June 30, 1918 under the provisions of Chapter 6, Section 37, of the General Court Laws (Ter. 86).

Mr. Solomon Rosenbaum, Esq., of Foxborough was appointed a trustee by Governor Michael S. Donahoe for a term to expire June 1, 1918. He replaces Mr. Estelle Thayer.

The Trustees transmit herewith the State Librarian's report and incorporate it as part of this report.

KEVIN J. HARRINGTON
President of the Senate

Mr. Ashton Hatch
Chairman

THOMAS W. MCGEE
Speaker of the House
of Representatives

Solomon Rosenbaum, Esq.



The Commonwealth of Massachusetts

State Library

George Fingold Library

State House, Boston, Mass. 02133

Librarian's Report

for the

Fiscal Year ending

June 30, 1976

Fiscal year 1976 in Massachusetts was the kind of year that curdles a man's belief in the forward progress of civilization. The annual reports of the State Librarians, which begin in 1849, show that the library has survived what must have been the most agonizing year in its history. Neither the Civil War nor the Great Depression had as shrivelling an effect on the library's operation as did the austerity and cutbacks of the fiscal crisis of 1975/1976. However, like the French nobleman who was asked what he had done during the French Revolution and replied "I survived", the library has managed to pull through and will now attempt to recover its vitiating losses.

AUSTERITY AND FREEZES.

The library suffered most immediately from the hiring freeze which prevented the filling of positions when they became vacant. At the nadir of this period the library had 11 positions (or almost one-third) vacant out of an authorized staff of 35. Three employees had to be laid off in August in order to reduce the library's payroll to the level of allotted funds. It was also necessary due to shortage of funds to lay off all the part-time pages, interns, and typists. Service to library users suffered, maintenance of the collection lagged, and needless to say, staff morale scraped bottom during these gray chilling months. The five-month delay in the passage of the annual appropriation act and the need to operate on 1/12 interim budgets caused considerable difficulty not only in meeting monthly payrolls, but also in paying vendors for materials or services supplied. The ultimate blow, however, came with the final passage of the annual appropriation. The library budget for the year was cut 13%, down \$68,215 from \$512,262 to \$444,047. Almost all of the cut came from the personnel and equipment replacement accounts and five positions were abolished.

Exacerbating these blows, the soaring inflationary spiral sharply slashed the library's purchasing power for materials and services. To a large degree the library's fiscal picture reverted to what was found when I was sworn in as State Librarian in 1973.

THE BUILDING AND FACILITIES.

With the budget cuts no new furniture or equipment was purchased. The library's efforts to gain additional staff working space on the State House's fourth floor failed. The space was assigned by the State Building Superintendent to a new super snack bar.

The only real improvement in the library's physical plant during the past year was repair of the state house roof which formerly leaked to such a degree that every heavy rain or snow storm created an emergency situation in the library. Two new doors were installed on the fifth floor in order to improve the security in that area.

PERSONNEL.

July 1, 1975

	Filled	Vacant	Total
Professional	8		8
Subprofessional	13	1	14
Clerical	5	5	10
Labor	3		3
	<u>29</u>	<u>6 + 4</u>	<u>35</u>
		*(10)	

June 30, 1976

Professional	9		9
Subprofessional	12		12
Clerical	5	5	10
Labor	3		3
	<u>29</u>	<u>5*</u>	<u>34</u>

*Four positions in the library's complement were never funded or released. Those positions and another temporary position were abolished in the appropriation for 1975/76.

The library's personnel situation has already been reviewed in the preceding paragraphs. Of a general nature nothing more need be said.

The following staff changes were made during the year: John Hopkins, chief of public service, resigned to take a post with the National Archives regional office in Waltham. Ms. Susan Tierney Oslin was named chief of reference services assuming most of Mr. Hopkins' responsibilities. Ms. Camille Motta, a graduate of Simmons Library School and formerly of the MIT Libraries' staff, was appointed to a new post of serial/documents librarian and assumed professional and supervisory responsibility for serial records, federal documents, and the library balcony's service of periodicals, newspapers, and microforms. Mrs. Helen MacDonald, a member of the library's staff for 18 years, retired in November 1975. Mr. Patrick Sullivan, formerly supervisor of the library's newspaper and periodical public service, accepted reassignment as assistant supervisor of the State Library's

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APPROVED By Alfred C. Holland, State Purchasing Agent.

annex and vault. The two employees hired last year under the Comprehensive Employment and Training Act (CETA) proved to be loyal and valuable employees. Therefore, Mr. Alexander MacLean was appointed as a junior library assistant and later promoted to senior library assistant. Mr. Timothy Heigh, a graduate of North Texas State University's graduate library school, but a resident of Ipswich, was appointed as a library reference assistant. Ms. Linda Roberge was promoted to senior library assistant. Ms. Alice Miller, Ms. Donna Clarke, and Ms. Margaret Berry were the employees laid off due to the inability to stay within the allotted funds for salaries. Ms. Geraldine Hunn resigned after completing her degree at Simmons and taking a professional librarian position in Southern Texas.

During the year state employees organized for the purpose of collective bargaining. The library's employees were previously represented under a continuing contract by the Massachusetts State Employees Association (MSEA). In the elections to choose bargaining agents for all state employees MSEA was upset by the American Federation of State, County, and Municipal Employees (AFSCME) who won all the unit elections covering the State Library's employees. Bargaining has gone on intensely and the first management-union agreement was rejected by state employees. A three-day state employee strike in June was not joined in by any of the library's employees.

STATE PUBLICATIONS.

One important positive gain for the libraries of the state during the year was the Secretary of Administration and Finance's endorsement of the State Library's role in the collecting, preservation and distribution of state publications. Since its founding the library has been committed to collecting and preserving the official publications of all of the agencies of the Commonwealth. Since there was no legal clout backing up this responsibility, success in obtaining copies of publications depended largely on persistence and "playing the gadfly". Following a request from the State Librarian, Secretary Buckley issued an administrative order requiring all agencies to file eight copies of every publication issued with the State Librarian. This was to be done in support of the concepts of "open government" and "freedom of information". By the same order the State Librarian was made responsible for sending a copy of each publication received to the following libraries where the publications would be made available for use by the general public: the Boston Public Library, the Worcester Public Library, the Springfield City Library, the Library of Congress, and the library of the University of Massachusetts in Amherst. So, by administrative memorandum, there was established a system of designated collections of state publications, or depositories. This is something long desired by librarians and researchers throughout the state.

Beginning in July 1975 the state publications listed in the library's publication Commonwealth of Massachusetts Publications Received by the Massachusetts State Library became available on microfilm from Research Publications, Inc. of Connecticut. The library has cooperated in this commercial venture by lending a copy of each publication listed each month to the company for microfilming. The library's annual cumulation of the publications list serves as a permanent index to the film. Like the "depository" library system, the availability of the microfilm facilitates public and research access to state publications.

The office of the Secretary of State has now issued a 20-volume cumulated edition of all permanent rules and regulations currently in effect in most state agencies. This set is supplemented and updated by a weekly publication, The Massachusetts Register, which publishes the text of all proposed permanent regulations before they go into effect. In compiling the cumulated set, the secretary's staff was required to use the set of the rules and regulations maintained for some years by the State Library's staff under the supervision of Ms. Mary McLellan.

THE COLLECTION.

The State Library is committed to a policy of "no growth" in the quantitative size of its collection. In fact, until extremely crowded conditions are alleviated in the stacks, the policy will be aimed at "reducing" the size of the collection. During the past year 23,000 items were withdrawn and 13,700 items were added to the collection for a net reduction of 9,300. This collection has been reduced by a net decline of 17,000 items since July 1973.

A large portion of this year's purge occurred in the library's 5th floor stacks housing federal documents, the Dewey classified collection covering world history (900's), and the basic sciences (500's). This weeding will relieve congestion and permit shifting in the federal documents collection. It will also permit the consolidation and moving of other portions of the Dewey classified collection (100, 200, 400, 600, 700, 800) to that more distant area of the stacks. This purge also permitted reorganization of the collections of session laws of other states and US congressional hearing transcripts. A major portion of the city directory collection and the atlas collection were transferred to newly available space in the library's annex in the west wing of the State House. This latter space was made available by a heavy purging of older out-dated or replaced legal materials and the acquisition on microfilm of several years of the Worcester Telegram replacing disintegrating bound volumes of this newspaper.

Major work was accomplished this year in the vault which serves as the library's treasure room. Several ranges of shelves containing non-rare federal documents were cleared by removing this material either for withdrawal from the collection or housing in less valuable space. The present policy is to house in the vault only rare material or material requiring a high degree of security. All court reports and session laws of the other states printed before 1840 have now been placed in the vault. A part of the collection purge process is a thorough screening of the book collection for potential rarities. The items thus discovered are also processed for housing in the treasure vault.

The library's treasures are extraordinary and unfortunately largely unrecognized by most of our principal clientele. A definite program of publicizing this aspect of the library has been neglected in recent years and badly needs revitalization.

A controlled climate is required for the proper maintenance of books and other library materials. The wide variance in the library's annual temperature levels from tropical heat with humidity in the summer to sub arctic cold with periods of very dry heat in the winter are the worst possible conditions in which to house a book collection. These conditions are also intolerable at times for

the working staff and the using public. Only total humidity-controlled air-conditioning can solve this problem. Fortunately the library's vault is air-conditioned, but it isn't the best air-conditioning since it fluctuates significantly during the summer months. But it is better than nothing and it does help in the preservation of the library's treasures.

This summer, with a very limited staff, efforts were begun to further conserve the library's treasures. Leather preservative was applied to a considerable number of the folio-sized volumes. The 18th and early 19th century tax valuation sheets were being placed in acid-free folders and boxes easing some of the danger to this important source. Years of accumulated dirt were being dusted and vacuumed away. Other conservation efforts will include tying up books with loose covers, cleaning buckram bindings, replacing heavily acid-contaminated envelopes with those that are free of acid, and protecting many fragile items with mylar folders. These efforts are vital to protecting the portion of the Commonwealth's heritage which has been made the responsibility of the State Library. Unless steps are taken rapidly, all the library will have to offer researchers are envelopes full of yellowed fragments.

The Bureau of Library Extension, an agency in the State Department of Education, for over 50 years maintained a large collection of books which was used to augment small town libraries and libraries in the state institutions. This role has now been largely taken over by the three regional public libraries. The bureau therefore decided to divest itself of the major portion of this collection. The State Library asked for a first chance to select from this collection and the bureau graciously made the collection available. The State Library will acquire an estimated 10,000 - 15,000 volumes. Although the bureau's collection was specifically geared to public library requirements, it must be kept in mind that its purpose was to augment other library's collections. The level of much of the material, therefore, is much higher than popular reading, and neatly dovetails into the State Library's collecting policies. The collection is strong in American and New England history and social life and customs. It also has many standard nonfiction titles published in the 1940-1965 period which will expand and update enormously the library's core information collection. These titles will fill otherwise embarrassing gaps in the library's capability to provide basic information to state government and its employees on a broad range of subjects. The material selected will be integrated into the State Library's collection as staff, time, and space permit.

It was reported last year that the library would change over to the Library of Congress classification scheme in July 1975, after using the Dewey classification scheme for over 75 years. The transition to the new system went smoothly and the staff is adjusting to it without too much anguish. Some members of the staff, including the State Librarian, who never before worked with the Library of Congress classification system, have found it difficult to find things on the shelves, but "old dogs", despite the old saying, frequently are trainable and eventually catch on to new tricks. Despite the original intention to keep to a minimum the reclassification of books cataloged prior to the changeover to the Library of Congress system, it was soon found that certain portions of the active collection such as law and reference could not function in two different classification systems. It was therefore necessary to reclassify and recatalog a much larger number of volumes than originally was thought necessary. As part

of the effort to shift older materials classified in the Dewey system into less accessible areas of the library, it will also be necessary to extract the books added since 1973, and materials in frequent use, for reclassification into the Library of Congress system.

The end result of this change in classification schemes will be speedier availability of new materials through use of cataloging available in a number of modes from the Library of Congress. This in turn will hopefully lead to a better quality catalog of the library's holdings at a far lower per-unit processing and cataloging cost through improved productivity of staff and resources. To achieve this goal, it is highly desirable for the library to acquire a computer terminal that will link us to the most extensive automated bibliographic data base in the country. The start-up expenses of this installation (which are reasonable to begin with) will be rapidly amortized by reduced processing costs. The library would thereby benefit from a superior cataloging product, efficiently organized and delivered.

OTHER LIBRARIES.

The State Library continued its affiliate membership in what has now been named the Boston Library Consortium. Pursuing this organization's goal of promoting interlibrary cooperation, the State Library has been able to refer some of its regular users to other libraries in the consortium with all of the privileges of reference use and borrowing. This year also saw the issuance of the preliminary edition of the consortium's union list of serials. This includes a listing of all the periodicals and newspapers currently received by the State Library. A great deal of time and energy was spent correcting and adding to the State Library's listings in this joint project. It is still hoped that from this effort the State Library will be able to spin off a separate list of the periodicals it receives currently and that this can then be separately published for wide distribution among state agencies' research units and departmental libraries. If the State Library has available a periodical title and its back file in some form or other, then another state agency may not need a subscription to that same title and certainly not need to maintain a similar back file. There should be some cost and space savings for other state agencies if the State Library performs well in this "central pool" role.

Concurrent with moving his offices to the new McCormack State Office Building, the Attorney-General created a new library with the materials formerly scattered in the many locations of his staff. This collection was augmented by purchases of new law material from a generous federal LEAA grant-in-aid from the Committee on Criminal Justice on which the Attorney-General serves as chairman. A professionally trained librarian and a support staff were employed. A request has also been made for a capital appropriation of \$200,000 to further expand this library for the exclusive use of the Attorney-General's staff of lawyers. Since its founding, the State Library has provided service to the Attorney-General's staff, as well as all of the other constitutional officers and their staffs. The Commonwealth also appropriates close to \$90,000 a year to the Social Law Library located in the Suffolk County Court House for the use of the judicial branch and the Commonwealth's attorneys. The new Attorney-General's library is located within a half-block of these other libraries. In a period when the State is teetering on the edge of bankruptcy, when all of the state's college and university budgets have been whittled to almost nothing, when certain of the universities are in fear of losing their accreditation due to inadequate libraries,

when the State Library's budget and activities have been sharply curtailed, and when it is proposed to cut state-aid to the local town and city libraries due to lack of funds - to in turn propose to establish and fund a new law library which almost totally duplicates two other state-funded law libraries seems to be a most bizarre ordering of priorities in a very difficult period of the state's history. To all intents and purposes the new library is being created for political purposes by weakening the funding of all of the other libraries for which the state has responsibility.

Again the State Library's staff through regular attendance at the various committee meetings of the consortium, at the meetings of the New England Library Association, the New England Chapter of the Special Library Association, the American Library Association, the Massachusetts Library Association, the meetings of the Private Law Librarians of Boston, the American Association of Law Librarians, and the Association of State Library Agencies continued the effort to raise the image of the library among other libraries. The State Librarian also served on the local arrangements committee of the American Association of Law Librarians which was held in Boston this year.

THE COMING YEAR.

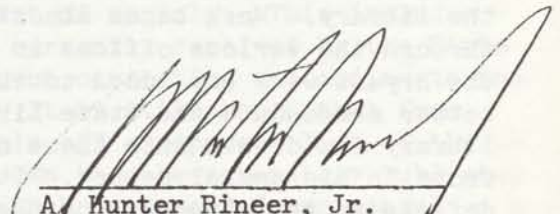
The State Library this year celebrated the 150th anniversary of its founding. On March 3rd, 1826 Governor Levi Morton signed the act which created the library. Work began almost at once on pulling together the books scattered through the various offices in the State House to form the library. In 1856 the Bryant wing was added to the rear of the Bulfinch-designed State House to better accomodate the State Library and the State Archives. Even before the library could move into these new quarters in 1857, the librarian of the time wrote in his annual report, "It is to be regretted that there are fundamental defects in the structure of the intended apartment which is now in an unfinished state, that will seriously impair its beauty, and more especially its suitability for the purposes of a library ..." Unsuitable or not, the library lived in those quarters for 38 years, or until 1895, when it moved into the present library rooms, which greatly increased its book capacity but certainly not its efficiency or suitability. Eighty-one years later the library is still in those 1895 quarters which have been long outgrown. Thirteen years later, in 1908 it expanded into space on the 5th floor of the State House which formerly housed a restaurant and kitchen. Nineteen years after that, in 1927 rooms 55-56 of the State House were equipped with library shelving and turned over to the library. Fifteen years after that, in 1942 the State Library participated in the construction of the New England Depository Library in Brighton. Eventually the library rented one whole floor of this building and moved a portion of its less-used materials to that location. In July 1961 the library acquired its vault. The library's physical facilities are now, in 1976, almost totally inadequate for the functioning of a modern library. The library's role has again been clearly defined as a governmental or public affairs/public law library. It seems improbable that the State Library will get a new building all of its own. Maybe a joint archives/library building is a possibility, but it should be located in the close vicinity of the State House. Until such major decisions can be made, minor capital improvements must be made for the library to operate in quarters nearing 100 years of age. A request has been made for a

\$50,000 capital appropriation to make minor changes to improve space usage in the library. A further much larger capital request has been made for funding the drawing of plans and specifications for the major renovation called for in the Mitchell, Burditt space survey made last year.

During the coming year, however, it appears that long overdue repairs will be made to the library's outside windows. This, as well as some improvements in the library's heating units, hopefully, will ease the arctic-like condition found on opening the library on Monday morning after a weekend of reduced heat.

The purge of the collection will continue and will be concentrated on the 4th level of the stacks and in the Federal documents on the 5th floor. Further weeding will also take place in the collections housed in the library's annex and in the New England Depository Library.

Hopefully, the coming year will see less constrained fiscal conditions which will permit the library to fill all or most of its authorized positions. Efforts will continue to develop a library professional career ladder for state service and to bring about the upgrading of a number of the library's positions to professional status.



A. Hunter Rineer, Jr.
State Librarian

Statistical Report

July 1, 1975 - June 30, 1976

I <u>The Collection</u>	<u>1974/75</u>	<u>1975/76</u>
Books (volumes)		
Approx. total on July 1	871,879	867,081
Added during year	12,391	13,672
Withdrawn during year	17,189	23,099
Approx. total on June 30	867,081	858,975
Uncataloged pamphlets & documents 1975/76 : added 6,450 : withdrew : 1,193	6,203	6,456
Current periodical titles received 1975/76 : added 266 : discontinued 41	1,093	1,318
Current newspaper titles received 1975/76 : added 2 : discontinued 6	118	114
Microfilm periodicals (reels) 1975/76 : added 430 reels during year	3,698	4,128
Microfilm newspapers (reels) 1975/76 : added 189 reels during year	7,342	7,702
Microfiche (sheets) 1975/76 : added 7,071 during year	41,490	54,136
Jackets (sheets)	5,730	5,730
Microcards	1,710	1,710
Aperture cards	355	355
II <u>Use of Collection</u>		
Reference inquiries answered at Main desk	7,894	9,464
Guidance and assistance rendered	9,503	12,605
Photocopy prints made	141,598	173,510
Items used in library	7,414	24,379
Items borrowed from library	2,224	2,128
Items lent or borrowed on Interlibrary loan	589	566

Appropriations and Expenditures

July 1, 1975-June 30, 1976

	<u>Appropriation</u>	<u>Actual Expenditure</u>
Personnel	\$329,432	\$313,176
Library books, microfilm and other materials, printing and binding	115,700	113,700
Supplies, repairs, rentals	24,000	24,569
Minor furniture & Equipment	0	0
Purchase and Replacement	<u>\$444,047</u>	<u>\$451,446</u>
Plus supplementary appropriation	25,085	
	<u>\$469,132</u>	

The Commonwealth of Massachusetts



State Library
George F. Johnson Library
Jan. 18. 1911

RECEIVED OF THE SECRETARY OF THE



The Commonwealth of Massachusetts

State Library

George Fingold Library

State House, Boston 02133

Appropriations and Expenditures

July 1, 1975-June 30, 1976

	<u><i>Appropriation</i></u>	<u><i>Actual Expenditure</i></u>
<i>Personnel</i>	<i>\$329,432</i>	<i>\$313,176</i>
<i>Library books, microfilm and other materials, printing and binding</i>	<i>115,700</i>	<i>113,700</i>
<i>Supplies, repairs, rentals</i>	<i>24,000</i>	<i>24,562</i>
<i>Minor Furniture & Equipment Purchase and Replacement</i>	<i>6</i>	<i>0</i>
	<i>\$469,138</i>	<i>\$451,438</i>
<i>Plus supplementary appropriations</i>	<i>25,000</i>	
	<i>\$494,138</i>	